

Phoenix Program
Process Definition – Accounts Payable

Process	<i>Template Voucher</i>
Process Number	<i>AP-011</i>

Description of Process

This process improves data entry efficiency by “copying” voucher data from a “Template” voucher. The line item and distribution data on the Line Information and Charges Panel is copied when using a template voucher. Normal defaults will occur, the same as when entering a regular voucher. A template voucher may be used if you receive multiple similar invoices from the same vendor. Once you have saved a template voucher, you can continue to use it as a template even after it has been posted and paid. However, a template voucher cannot be created from a voucher that has been posted or paid.

Input to Process

Agency creates a Template Voucher for a specific vendor. Procedurally, agency should complete standard voucher entry form (mark as Template Voucher).

Output of Process

Template Voucher (Available for future use to enter Vouchers)
“Postable” Voucher (Ready for batch processing)

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Voucher – Template Information

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
To create a Template Voucher	
<u>Step 1: Need for Template Voucher</u> The agency should identify if similar invoices will be received from the vendor in the future. Utility bills are a good example of how an Agency can use a template voucher.	Agency
<u>Step 2: Create Template Voucher</u> Access a non-paid voucher or create a new voucher and save as a Template Voucher for future use. Assign a unique Template ID and Description on the Template Information Panel.	Agency
<u>Step 3: Perform Overnight Batch Processing</u> The created Voucher would process through the following: Budget Checking, Voucher Posting, Journal Generation, and Report Generation. Payment processing may be invoked depending on payment terms (see Payment Process Definition). You can continue to use a saved template voucher even after it goes through voucher processing and receives a status of “posted” or even “paid”.	Financial System Solutions
To use a Template Voucher	
<u>Step 1: Enter New Voucher</u> On the Invoice Header Information panel, enter vendor information and then go to the Template Information panel, select copy from template voucher and enter template ID for that specific vendor. The Line Information And Charges panel will now be populated with that template voucher’s distribution information.	Agency
<u>Step 2: Complete and Verify New Voucher Data</u> Users should complete all data entry required and make any necessary changes to that voucher before saving. Users should note that the gross amount and unit price will default from template voucher but can be changed after template copy. Normal defaults will occur, the same as when entering a regular voucher.	Agency
<u>Step 3: Perform Overnight Batch Processing</u> The new Voucher would process through the following: Budget Checking, Voucher Posting, Journal Generation, and Report Generation. Payment processing may be invoked depending on payment terms (see Payment Process Definition).	Financial Systems Solutions

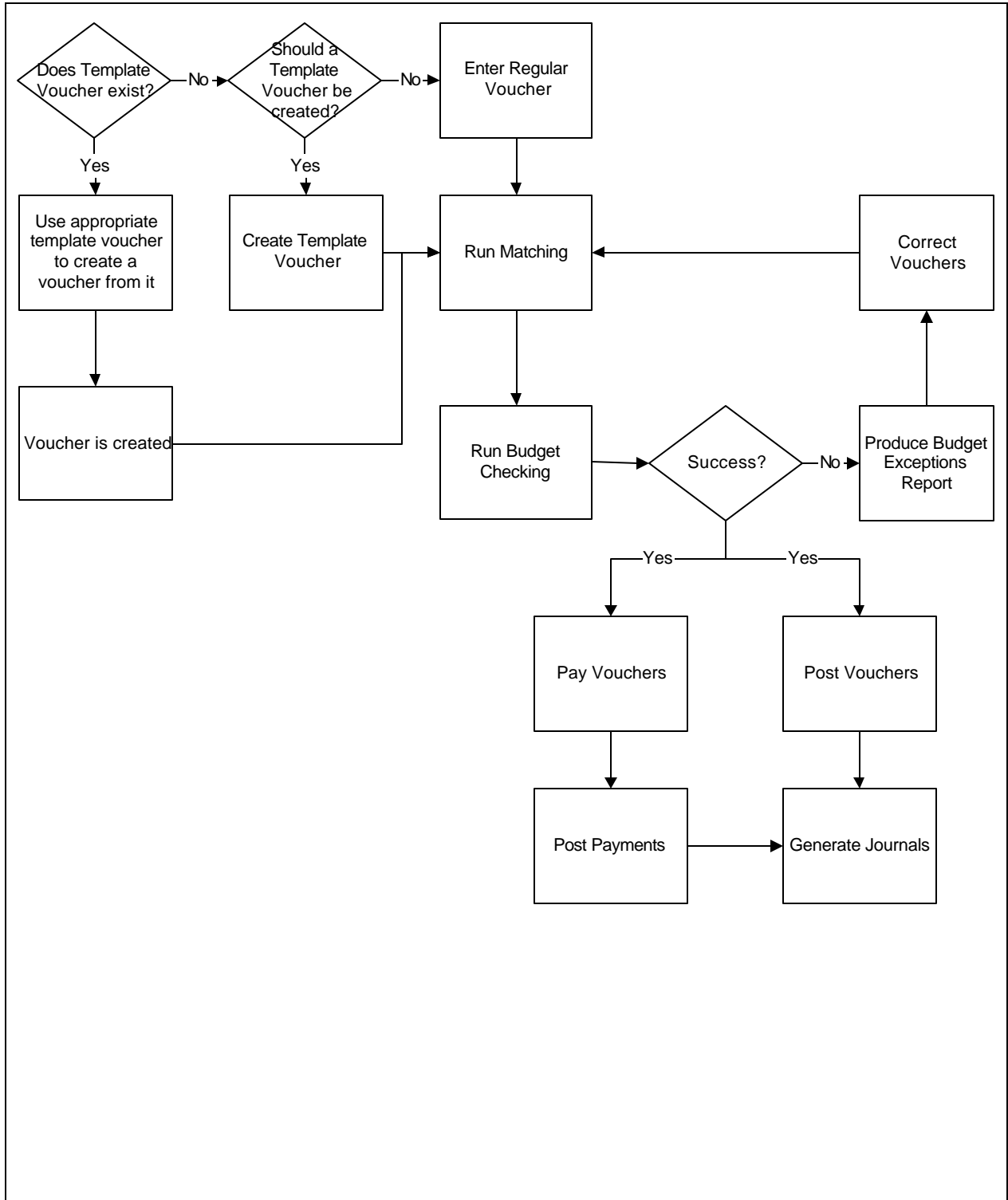
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Forms Used with Process (1)

Standard Voucher Entry form

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Process Flow Diagram (if appropriate):



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APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-03-99
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